

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO 09128

DIRECTIVE
NUMBER 30-3

5 September 1995

PERSONNEL
Military Customs Inspection Program (MCIP)

Chapter		Paragraph	Page
1.	GENERAL PROVISIONS		
	Purpose	1-1	1-1
	Applicability	1-2	1-1
	References	1-3	1-1
	Policy	1-4	1-1
2.	RESPONSIBILITIES		
	The USEUCOM Executive Agent for		
	Customs	2-1	2-1
	USEUCOM Component Commands	2-2	2-2
	Area Support Group/Base Commanders	2-3	2-3
3.	POLICIES		
	Overseas Preclearance of DOD		
	Sponsored Cargo	3-1	3-1
	Overseas Preclearance of Personal		
	Property	3-2	3-1
	Overseas Preclearance of Privately		
	Owned Vehicles	3-3	3-1
	Designation of Program Managers	3-4	3-1
	Recommendations	3-5	3-2
	Prescribed Forms	3-6	3-2
4.	DOD-SPONSORED CARGO		
	Overseas Agriculture Clearance of		
	DOD-Sponsored Cargo	4-1	4-1
	Clearance Procedures	4-2	4-1
	Storage Requirements	4-3	4-1
	Classified Cargo	4-4	4-2
	Redline Procedures for the		
	DD Form 1253/1253-1	4-5	4-2

	Paragraph	Page
5. PERSONAL PROPERTY (HOUSEHOLD GOODS AND UNACCOMPANIED BAGGAGE)		
Overseas Customs Clearance of Household Goods and Unaccompanied Baggage	5-1	5-1
The Agriculture Selective Enforcement Program	5-2	5-1
Transportation Responsibilities	5-3	5-5
Motorcycles/Mopeds Placed in Household Goods	5-4	5-5
Carrier Warehouse Inspections	5-5	5-6
Request for Waiver of Personal Property Program Requirements	5-6	5-7
Shipper's Agriculture Inspection Certificate, USEUCOM Form 30-3(R)		5-8
Shipper's Personal Property Checklist, USEUCOM Form 30-3A(R)		5-9
6. PRIVATELY OWNED VEHICLES		
Applicability	6-1	6-1
Overseas Agriculture Clearance of Privately Owned Vehicles	6-2	6-1
Clearance Procedures	6-3	6-1
Agriculture Holding Area Requirements	6-4	6-2
Request for Waiver of POV Program Requirements	6-5	6-2
7. U.S. CUSTOMS DECLARATION FOR PERSONAL PROPERTY SHIPMENTS		
Preparation of DD Form 1252/1252-1	7-1	7-1
Distribution	7-2	7-2
8. INFORMATION PROGRAM		
Information Exchange	8-1	8-1
Customs News Bulletin	8-2	8-1
MCIP Quarterly Report	8-3	8-1
Redline Reports	8-4	8-2
Local Public Affairs	8-5	8-2
Quarterly Report, USEUCOM Form 30-3B(R)		8-3
9. MILITARY CUSTOMS INSPECTION STAMPS		
Military Customs Inspection Stamps	9-1	9-1
Stamp Design	9-2	9-1
Country Codes	9-3	9-2
Assignment of MCIP Stamp Numbers	9-4	9-2
	Paragraph	Page
9. MILITARY CUSTOMS INSPECTION STAMPS (Continued)		
Stamp Custodians	9-5	9-3
Stamp Security	9-6	9-3
Issuing MCIP Stamps	9-7	9-3

	Use of MCIP Stamps	9-8	9-4
	Lost or Stolen Stamps	9-9	9-4
	Destruction of MCIP Stamps	9-10	9-4
	Stamp Inventory Requirements	9-11	9-4
10.	TRAINING		
	MCIP Training Objectives	10-1	10-1
	Training Requirements	10-2	10-1
	Requesting Quotas for SMCI Training	10-3	10-1
	SMCI Courses Conducted for Component		
	Commands	10-4	10-2
	Eight Hour MCIP Training	10-5	10-2
	On-the-Job Training	10-6	10-2
	Refresher Training	10-7	10-2
11.	SENIOR MILITARY CUSTOMS INSPECTOR		
	COURSE - TWO DAYS		
	Purpose of SMCI Course	11-1	11-1
	Required Blocks of Instruction	11-2	11-1
	Requirements for Completion of		
	the Course	11-3	11-2
	Program of Instruction	11-4	11-2
12.	MILITARY CUSTOMS INSPECTOR COURSE -		
	EIGHT HOURS		
	Purpose of MCIP Training	12-1	12-1
	Instructor Qualifications	12-2	12-1
	Required Blocks of Instruction	12-3	12-1
	Requirements to Complete the Course	12-4	12-2
	Program of Instruction	12-5	12-2
13.	MCIP REFERENCES AND TOOLS		
	Need for MCIP References and Tools	13-1	13-1
	Required References	13-2	13-1
	Required Tools and Equipment	13-3	13-1
	Availability	13-4	13-1

	Paragraph	Page
14. EXERCISES		
Concept	14-1	14-1
Prior Coordination	14-2	14-1
Coordination with U.S. Federal Agencies	14-3	14-1
Procedures for Obtaining U.S. Customs and Agriculture Clearances	14-4	14-1
Funding for Exercise Clearance	14-5	14-2
Planning for JCS Exercise Clearance	14-6	14-3
Customs Declaration Form for Exercise Personnel	14-7	14-3

CHAPTER 1

GENERAL PROVISIONS

1-1. Summery. This Directive delineates procedures for implementing DOD Regulation 5030.49R, Customs Inspection, and assigns responsibilities for overseas preclearance operations throughout the United States European Command (USEUCOM). Supplementation below component level is not authorized.

1-2. Applicability. This Directive applies to all USEUCOM activities involved in the shipment or transport of personal property and DOD cargo to the Customs Territory of the United States (CTUS).

1-3. Reference. DOD Regulation 5030.49R, Customs Inspection, May 1977, with change 1 dated 1 Sep 80.

1-4. Policy. It is the policy of the Commander in Chief, United States European Command, to:

a. Eliminate the flow of controlled substances and other contraband from USEUCOM installations into the CTUS through DOD channels.

b. Minimize inconvenience to DOD personnel and delays in movement of DOD cargo and aircraft caused by the enforcement of U.S. Border Clearance Regulations.

c. Advise and assist USEUCOM commanders in the development of effective military preclearance programs, training of military customs personnel, and the operation of effective customs/agriculture information programs.

d. Ensure compliance with the procedures outlined in DOD Regulation 5030.49R and this Directive.

CHAPTER 2

RESPONSIBILITIES

2-1. The USEUCOM Executive Agent for Customs. On 21 July 1975 the USCINCEUR delegated responsibility for carrying out the Military Customs Inspection Program (MCIP) to the CINCUSAREUR. CINCUSAREUR further assigned responsibility for the program to the Provost Marshal, Headquarters USAREUR and Seventh Army and designated the Provost Marshal as the Executive Agent. The Executive Agent is responsible for the management of the USEUCOM MCIP and will:

a. Develop, coordinate, and promulgate all USEUCOM policy, doctrine, and implementing instructions as may be required in implementing the DOD MCIP in the USEUCOM. Such implementing instructions will comply with the regulatory guidance contained in DOD Regulation 5030.49R. Issues of nonconcurrence by USEUCOM component commands will be negotiated, with unresolvable matters being referred to HQ USEUCOM for resolution. However, when any aspect of the program is jeopardized, the Executive Agent is vested with full USEUCOM authority to issue policy instruction designed to maintain accreditation. If a component command believes instructions are in violation of DOD Regulation 5030.49R, the component command will continue to comply and refer the matter to HQ USEUCOM for resolution.

b. Perform as the USEUCOM point of contact on all MCIP related matters. Issues or procedures presented by USEUCOM components for review by Headquarters, Department of the Army, the Department of Defense Executive Agent for Customs, United States Customs Service (USCS), or United States Department of Agriculture (USDA) will be forwarded to, and coordinated by, the USEUCOM Executive Agent.

c. Conduct accreditation visits and prepare findings to be forwarded to the applicable component command for endorsement to the commander involved.

d. Supervise the development of all USEUCOM training doctrine relative to the MCIP.

e. Provide training for Senior Military Customs Inspectors (SMCI) who, in turn, are authorized to train local Military Customs Inspectors (MCI).

f. Provide representation at seminars, briefings, and training sessions as the USEUCOM representative for U.S. border clearance related matters.

g. Disseminate to the component commands feedback received from USCS/USDA concerning the MCIP within USEUCOM.

h. Develop a command information program designed to provide the USEUCOM component commands current information on all facets of the preclearance program, as well as information on entitlements, prohibitions, and restrictions associated with the importation of goods into the CTUS.

2-2. USEUCOM Component Commands. USEUCOM component commands (USAREUR, USAFE, NAVEUR; NOTE: MTMC is considered a component command for the purposes of this Directive) will:

a. Ensure the MCI procedures outlined in DOD Regulation 5030.49R and this Directive are implemented and enforced.

b. Appoint a representative to serve as the command's Program Manager for the MCIP and as liaison between the command and the USEUCOM Executive Agency for Customs.

c. Inform the USEUCOM Executive Agency for Customs of major problems encountered within their commands concerning the MCIP.

d. Develop a Command Information Program designed to inform assigned personnel of entitlements, prohibitions, and restrictions associated with the importation of goods into the CTUS. All available media will be utilized to the fullest extent possible to disseminate this information.

e. Receive statistical information from command MCIP for review, consolidation, and forwarding to the USEUCOM Executive Agency for Customs.

f. Control the issuance and accountability of MCI stamps assigned within the command IAW Chapter 9 of this Directive.

g. Ensure Military Customs Inspectors are fully qualified and properly trained IAW Chapter 10 of this Directive.

h. Ensure unit commanders, department heads and first sergeants or section chiefs, are aware of the requirements outlined in Chapter 5 of this Directive pertaining to the Agriculture Selective Enforcement Program.

i. Ensure preclearance information received from the USEUCOM Executive Agency for Customs is disseminated to subordinate units.

j. Ensure reports of corrective action concerning deficiencies noted in accreditation reports are forwarded by subordinate units, to the component command, for submission to the USEUCOM Executive Agency for Customs NLT 90 days from the date of the report.

k. Ensure all DOD activities within their commands involved with the processing and shipping of personal property and DOD cargo to the CTUS have an accredited preclearance program or a waiver from this requirement. The USEUCOM boundaries for the MCIP that ship personal property into the CTUS are concurrent with the boundaries of each Transportation Office (TO)/Traffic Management Office (TMO) within USEUCOM. The logistical support requirements of the TO/TMO are identified in the HQ USEUCOM Personal Property Shipping Activities Directory and the Personal Property Consignment Guide (Overseas).

l. Review all requests for waivers to ensure the waiver is justified, and all measures possible are taken to conform with existing MCIP requirements.

2-3. Area Support Group/Base Commanders.

a. Ensure every activity/unit within their community that ships personal property or DOD cargo has an accredited preclearance program or a valid waiver from this requirement. Waiver requests will be submitted by Area Support Group/Base Commanders, through component commands, to the HQS USAREUR/7A, Office of the Provost Marshal, ATTN: USEUCOM Executive Agency for Customs, Unit 29931, APO AE 09086. Waiver request procedures are delineated in applicable chapters of this Directive.

b. Local TO/TMO will provide pertinent information to the MCIP managers concerning the scheduling of packouts in their area of responsibility.

c. TO/TMO will ensure there is an adequate amount of forms on hand for the shipment of household goods/unaccompanied baggage (HHG/UB) and privately owned vehicles (POV) (DD Form 1252, DD Form 1252-1, HS Form 7, DD Form 788, and EPA 3520-1).

d. Area Support Group/Base Commanders will ensure all unit commanders/first sergeants, department heads/section chiefs cooperate with local preclearance programs in conducting the preclearance selective enforcement program.

CHAPTER 3

POLICIES

3-1. Overseas Preclearance of DOD-Sponsored Cargo. All DOD sponsored cargo shipped to the CTUS will be agriculture cleared overseas. Clearance of DOD-sponsored cargo will be the responsibility of the component activity originating the shipment.

3-2. Overseas Preclearance of Personal Property (PPTY). All PPTY shipped to the CTUS will be agriculture cleared overseas. Clearance of PPTY will be accomplished by the component activity responsible for the packing and initiation of transportation of the PPTY.

3-3. Overseas Preclearance of Privately Owned Vehicles (POV). POV shipped to the CTUS will be agriculture cleared overseas. Clearance of POV will be accomplished at the port of embarkation by the component activity responsible for operating the Vehicle Processing Center.

3-4. Designation of Program Managers. One Senior Military Customs Inspector (SMCI) will be designated on orders as the Program Manager for each individual MCIP. Program Managers must meet grade requirements of E-5/GS-5, or above. Each activity will have an alternate Program Manager, meeting the same requirements, to be assigned during periods of leave/pass or sickness to allow for continued integrity of the program. It is essential Program Managers have as few collateral/additional duties as possible in light of their responsibility to the MCIP. Program Managers will ensure all requirements of DOD Regulation 5030.49R and this Directive are met concerning their specific areas of responsibility. Additionally, Program Managers will conduct job performance evaluations of the SMCI/MCI they supervise. A minimum of one evaluation per SMCI/MCI is required the first time the SMCI/MCI conducts an inspection. More frequent checks are left to the discretion of the Program Manager. Evaluations will be conducted with a check sheet which will be maintained on file for 12 months. The check sheet will be tailored to meet the needs of the individual program, but will include the following functional areas:

- a. Time/date/location of evaluation.
- b. Name/rank of the individual conducting the evaluation.
- c. Name/rank of the SMCI/MCI.
- d. Job knowledge and inspection abilities of the SMCI/MCI.
- e. Completion of applicable forms.
- f. Use of the MCI stamp.
- g. Possession and use of MCI references and inspection tools.

3-5. Recommendations. Recommendations for improvement of the USEUCOM Military Customs Inspection Program and policy promulgated in this directive are encouraged. Recommendations will be forwarded through command channels to

the HQS USAREUR/7A, Office of the Provost Marshal, ATTN: USEUCOM Executive Agency for Customs, Unit 29931, APO AE 09086.

3-6. Prescribed Forms. The following forms are prescribed by this Directive. Forms will be locally reproduced.

a. HQ USEUCOM Form 30-3(R), Shipper's Agriculture Inspection Certificate. (Figure 5-1)

b. HQ USEUCOM Form 30-3A(R), Personal Property Shipper's Certificate. (Figure 5-2)

c. HQ USEUCOM Form 30-3B(R), Military Customs Inspection Report. (Figure 8-1)

CHAPTER 4

DOD-SPONSORED CARGO

4-1. Overseas Agriculture Clearance of DOD-Sponsored Cargo. All DOD-sponsored cargo originating in the USEUCOM AOR for shipment to the CTUS will undergo agriculture clearance at its origin location.

4-2. Clearance Procedures.

a. Prior to the piece(s) of cargo being packaged, the MCI will conduct an inspection of the cargo to ensure compliance with U.S. Department of Agriculture (USDA) importation requirements. After the inspection is complete, the cargo may be packaged and sealed.

b. Completion of DD Form 1253. The MCI will complete the DD Form 1253 (or DD Form 1253-1 if the use of DD Form 1253 is impractical), stamp it using red ink, and affix the form to the cargo container, or to the cargo itself if no container is used. The DD Form 1253 must be attached in such a manner as to preclude it from being removed and placed onto another container. The preferred method of affixing the DD Form 1253 is with glue. The practice of stamping the DD Form 1253/1253-1 in advance is prohibited.

4-3. Storage Requirements. The following agricultural requirements will be met for precleared cargo:

a. Inspected equipment will be stored on skids, dunnage, pallet bases, elevated platforms or other similar storage aids maintaining a minimum of at least two inches clearance from the floor to the under-most portion of the property. Equipment will be staged on a hardstand (e.g., concrete, asphalt) which is free of soil and insect infestation. Additionally, the equipment will not be stored in contact with exterior walls. Empty containers will be stored on a soil free area.

b. The storage area will be free of insects, snails, slugs, rodents, vegetable matter and soil.

c. All wooden containers and crating material will be free of wood borers and bark. Packing materials will be free of soil contamination and vegetable matter.

d. Barriers around the area where cargo is stored will be void of vegetation for a distance of six feet. In countries adjacent to the Mediterranean Sea, warehouses will maintain a chemical (e.g., salt) barrier around the cargo area.

4-4. Classified Cargo. When a piece of classified cargo is shipped to the CTUS and the MCI is unable to conduct the proper clearance procedures due to its security classification, the DD Form 1253/1253-1 will be redlined. The inspection stamp impression will be affixed to the form and the words "inspected/examined" will be marked out. A statement will be written in the remarks section of the form that the shipment was not cleared and why. Upon arrival in the CTUS, Agriculture may desire to have a properly cleared Agriculture Inspector inspect the shipment in the presence of an equally cleared representative of DOD.

4-5. Redline Procedures for the DD Form 1253/1253-1.

a. When it becomes necessary to redline the DD Form 1253/1253-1, a red line will be drawn from the lower left hand corner to the upper right hand corner of the form. A detailed explanation for the redline will be provided on the form. In the case of the DD Form 1253-1, the redline will be drawn on both sides of the tag.

b. When it becomes necessary to redline the DD Form 1253 because of agriculture concerns, the Executive Agency will be notified, in writing or telephonically, with the following information:

- (1) Name, rank, unit, location and phone of reportee.
- (2) Type of shipment.
- (3) Foreign port where loaded onboard vessel.
- (4) CONUS port of entry and ETA.
- (5) Government bill of lading and ocean bill of lading.
- (6) Vessel name and voyage number.
- (7) Container number (if containerized).

(8) Reason for the redline (explain the who, what, when, where and why of this report).

4-6. Requests for Waiver of DOD Cargo Program Requirements. In the event the inspection of DOD cargo is deemed impractical and/or uneconomical, a request for waiver of the requirement may be made to USEUCOM. Requests for waiver will be fully justified and will include, as a minimum, information concerning the type, amount, and frequency of cargo processed for the CTUS, general information regarding CONUS destination(s), and the availability of MCI personnel. Requests will be forwarded through component headquarters to HQS USAREUR/7A, Office of the Provost Marshal, ATTN: USEUCOM Executive Agency for Customs, Unit 29931, APO AE 09086. If the request is approved, waived locations will attach an unstamped DD Form 1253/1253-1 to the cargo and indicate in the remarks section the shipment was not inspected due to originating in a waived area.

CHAPTER 5

HOUSEHOLD GOODS AND UNACCOMPANIED BAGGAGE

5-1. Overseas Preclearance of Personal Property (PPTY) - Household Goods (HHG) and Unaccompanied Baggage (UB). All personal property shipments transported to the CTUS through DOD channels will be agriculture cleared at the point of origin.

5-2. Agriculture Selective Enforcement Program (ASEP). The ASEP is defined as a mode of clearing PPTY shipments where the shipment is inspected dependent on a determination of the shipper's agriculture risk classification. Shippers (owners of PPTY or individuals acting for the owner) will be discouraged from shipping Outdoor Household Articles (OHA) in UB. However, UB containing OHA will be processed in the same manner as HHG shipments. The following procedures will be adhered to in the ASEP:

a. Briefing. All DOD personnel shipping PPTY to CONUS will be provided, by an MCI, a thorough briefing of U.S. Department of Agriculture (USDA) concerns. The shipper will be furnished a copy of USDA program aid #1525 (Don't Bring Home a Bug) will be given to the shipper. Upon completion of the briefing, the member will complete and sign USEUCOM Form 30-3(R) (Figure 5-1). which will be retained by the MCI. The MCI will determine if a physical inspection at the packout site is warranted, based upon the service member's indication of USDA high risk articles in the shipment.

(1) Mass briefings are acceptable. However, there must be a short one-on-one dialogue between the MCI and member to assure understanding of USDA concerns, and to assist the MCI in making the risk determination.

(2) The briefer must stress the importance of USEUCOM Form 30-3(R) for clearing USDA at the port of entry. This form is as necessary for USDA as the DD Form 1252 is for Customs.

(3) When possible, the spouse should attend this briefing; if not possible, the briefer should stress the importance of the member reviewing the USDA pamphlet and other USDA concerns with the spouse and children.

b. All shippers are required to conduct a self-inspection of their PPTY for USDA concerns. USDA program aid #1525 (Don't Bring Home a Bug) may be used to assist them in identifying OHA. OHA may be any articles stored outdoors, to include items stored in storage sheds, garages, basements, and attics, if exposed to the open air or windows. OHA, once inspected, will be stored in such a manner to preclude agriculture contamination until it is shipped.

c. Additionally, each shipper will be thoroughly briefed by an MCI on other border crossing entitlements, exemptions, prohibitions, and restrictions. This portion of the briefing will be conducted utilizing HQ USEUCOM Form 30-3A(R) (Personal Property Shipper's Certificate) (Figure 5-2). All shippers will be provided the customs checklist in conjunction with the briefing for use in preparing for the packout.

d. Local national employees, who have completed MCI training, may conduct these briefings.

e. ASEP Procedures. The agriculture risk associated with the PPTY shipment varies with geographical areas, the kinds of pests that can contaminate a shipment, and the shipper's response to MCI questions. This risk will determine the intensity and number of inspections required.

(1) The MCI will determine if a physical inspection of OHA is warranted based on the potential for USDA pest introduction. It is not always necessary to place a shipper with OHA in the high risk category.

(2) The MCI must go into detail when asking questions on OHA. For example a shipper has golf clubs or a child's tricycle that are used outside, but stored in the house after use. This does not substantiate a high risk. In such cases the shipper will be informed to clean the OHA during the self-inspection prior to packing.

f. USEUCOM is divided into three risk areas to facilitate meeting USDA inspection requirements. In addition to the procedures described in the above paragraphs, the following procedures will be observed:

(1) Zone 1 - Gypsy moth (GM) infested areas (Germany, Luxembourg).

(a) USDA High Risk Definition: Any OHA is a high risk personal property item and must be inspected by an MCI. Examples of OHA include, but are not limited to, barbecue grills, outdoor furniture and outdoor toys. Bicycles, if stored outside, are high risk for gypsy moth (under seat or inside handle bars when hand grips are damaged), in addition to any other item stored or routinely used outdoors.

(b) USDA low risk individuals, those without OHA, do not require a physical inspection of their personal property by an MCI. However, these individuals are subject to spot checks and verification of the accuracy of their self-certification by MCI.

(c) USDA high risk individuals, those with OHA, will receive an MCI inspection of all outdoor articles prior to wrapping for shipment. OHA will be inspected within five days of the packout during the GM active life cycle provided the OHA are secured/stored in a manner to preclude GM contamination after inspection (i.e., indoors). Shipments that can not be

secured to preclude GM contamination will be inspected on the day of the packout. Shipments packed out during the GM dormant (egg) life cycle may be examined up to fifteen working days prior to the actual packout, if the articles are stored indoors after inspection.

(d) USDA will advise the command of the locations of GM threat areas and of the GM active life cycle period.

(e) Owners of OHA will be briefed to assemble all OHA in one area after it has been cleaned, and prior to MCI inspection and the packout date. OHA, once it has passed MCI inspection, will be stored in such a manner to preclude agriculture contamination until it is shipped.

(f) Low Risk Verifications. A minimum of three percent of all non-high risk shipments must be inspected on a monthly basis. Selecting low risk shipments for verification must be done on a random sampling basis. This monitoring may normally take place during MCI trips to or from OHA packout sites. An accurate accounting of shipments selected should be maintained on file for a minimum of one year and, in those cases where agriculture concerns are identified, records should accurately describe what the finds are and where the finds were located within the shipment. The number of low risk examined shipments where agriculture concerns are found must be identified in Part V, HQ USEUCOM Form 30-3B(R) (Military Customs Inspection Report)(Figure 8-1).

(2) Zone 2 (Greece, Italy, Portugal, Spain, Turkey and all Mediterranean islands).

(a) A physical inspection is required of a minimum of ten percent of the HHG shipments containing OHA. Inspect for snails and other pests on OHA and the exterior of lift vans. Additional inspection should be conducted if the briefings indicate a need. All individuals will be instructed to check all their personal property for USDA concerns using the USDA program aid #1525 (Don't Bring Home a Bug). The number of low risk examined shipments where agriculture concerns are found must be identified in Part V, HQ USEUCOM Form 30-3B(R) (Military Customs Inspection Report) (Figure 8-1).

(b) Doing the required minimum percentage of inspections in locations with a low volume of shipments could result in an MCI not conducting any inspections in a given month. In these cases, to maintain proficiency, each MCI should conduct a minimum of one inspection per month.

(3) Zone 3 (Belgium, Netherlands, Norway, United Kingdom).

(a) A physical inspection is required of a minimum of three percent of the HHG shipments containing OHA. Additional inspections will be conducted if the briefing indicates a need. All individuals will be instructed to check all their personal property for USDA concerns using the

USDA program aid #1525 (Don't Bring Home a Bug). The number of low risk examined shipments where agriculture concerns are found must be identified in Part V, HQ USEUCOM Form 30-3B(R) (Military Customs Inspection Report) (Figure 8-1).

(b) Doing the required minimum percentage of inspections in locations with a low volume of shipments could result in an MCI not conducting any inspections in a given month. In these cases, to maintain proficiency, each MCI should conduct a minimum of one inspection per month.

g. A Packout Log Book will be maintained by all programs for all packouts processed. The log book will contain: information concerning the name of the shipper (owner); briefing date; briefer's name; risk determination (high or low); packout date; whether the shipment was inspected or not; the MCI who cleared the shipment; and any special problems or remarks concerning the shipment (this includes USDA problems discovered during the inspection). Additionally, the inspected low risk shipments will be identified.

h. MCI Certification of USEUCOM Form 30-3(R) (Figure 5-1).

(1) MCI will certify their inspection of OHA with a red ink impression of their MCI stamp on the appropriate portion of the agriculture inspection certificate. This certification must accompany the shipping documents. Shipments without an MCI certified USEUCOM Form 30-3(R) will be considered suspect by USDA.

(2) MCI will certify the agriculture certificate for individuals without OHA upon completion of the briefing. The MCI will retain the certified USEUCOM Form 30-3(R). The MCI will provide the certified agriculture certificate to the transportation office no later than the day following the briefing.

(3) Individuals shipping OHA will complete the agriculture certificate upon conclusion of the briefing. The completed certificate will be retained by the MCI. The MCI, after inspecting the OHA, will certify the form with the MCI stamp impression. The MCI will provide the certified agriculture certificate to the transportation office no later than the day following the inspection.

i. Redlining for USDA. Redlining for USDA purposes should be rare and only in such cases where cleaning and/or other action is not possible at the point of origin. Example might be an expensive piece of antique furniture found to be infested with powder post beetles. In this case USEUCOM Form 30-3(R) will be redlined by drawing a diagonal red line from the upper right corner to the lower left corner of the form. A reason for the red line will be written in the remarks section of the form. The Executive Agency does not need to be notified of these redlines; however, they will be reported in the quarterly report.

j. Any shipment not inspected due to individual's failure to clear agriculture requirements (risk status unknown), or any shipment not inspected due to scheduling difficulties are to be considered missed shipments. These shipments will be provided USEUCOM Form 30-3R which is NOT certified with an inspection stamp. These shipments do not require redlining; however, they will be reported as missed shipments on USEUCOM Form 30-3B(R) (Figure 8-1).

k. Replacement of Lost USEUCOM Form 30-3(R). MCI may provide the TO/TMO a stamped USEUCOM Form 30-3(R) to replace a lost agriculture certificate provided the MCI can verify an original form was issued. This verification may be accomplished by checking the packout log book for the appropriate entries. When a replacement form is issued, the MCI will complete the name, place inspected, date inspected and type of shipment blocks and stamp and sign the stamp certification block. The shipper's signature block will remain blank. The MCI will write in the remarks section: This is a replacement copy. Additionally, the MCI will indicate in the packout log book that a replacement form was issued.

5-3. Transportation Responsibilities.

a. Transportation personnel will ensure OHA in GM threat areas are the last items packed to allow time for an MCI to examine the articles. Inventories will group listings of OHA; these items should be listed at the end of the inventory. Additionally, all OHA will be packaged, where possible, in a single container. Container(s) with OHA will be identified on the outside wall with the letters "OHA" in red paint no less than 10 inches (27.5 cm) tall. This will facilitate USDA spot checking at CONUS ports of entry.

b. Carrier must certify the lift van is clean and free of infestation before packing.

c. Moving company employees should be trained on USDA concerns and, in GM threat areas, should be provided with GM recognition training. Immediate steps must be taken to remove and destroy GM egg masses discovered in PPTY warehouses.

d. HQS MTMC, when conducting management assistance visits, should check warehouses for USDA concerns and, in GM threat areas, for the presence of GM egg masses, as well as procedures to ensure containers waiting shipment to the U.S. are not contaminated during the adult flying cycle.

5-4. Motorcycles/Mopeds Placed In Household Goods. When a shipper is placing a motorcycle or moped in his household goods shipment, the motorcycle/moped should be placed in container number one or in a separate container for inspection purposes. The owner must ensure the motorcycle/moped meets the importation requirements of the Department of Transportation (DOT) and the Environmental Protection Agency (EPA). The owner must also ensure the shipper has properly completed HS Form 7 (Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety Standards) and

either DD Form 788-2 (Private Vehicle Shipping Document) or EPA Form 3520-1 (Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Control Regulations). The MCI will provide this information and the HS Form 7 and EPA Form 3520-1, as appropriate, during the departure briefing. These documents must be attached to the original DD Form 1252 by the owner when completing the customs document at the transportation office. Additionally, these vehicles are especially susceptible to concealing gypsy moth.

5-5. Carrier Warehouse Inspections.

a. Carrier facilities, regardless of frequency of use, will be inspected by MCI personnel at least once a month on an unscheduled basis to ensure agriculture standards are met. Inspections will be documented by recording the location and date of inspection, as well as the inspection results. These records will be maintained on file for a minimum of one year. If a carrier facility is utilized by two or more MCIP, all programs do not have to inspect the warehouse once per month. In these cases, an agreement between the MCIP locations can be made to ensure the warehouse is visited once per month by one of the programs.

b. The following agricultural standardized warehouse requirements will be met:

(1) Personal property will be stored on skids, dunnage, pallet bases, elevated platforms or other similar storage aids maintaining a minimum of at least two inches clearance from the floor to the under-most portion of the property. The shipment will be staged on a hardstand (e.g., concrete, asphalt, etc.) which is free of soil and insect infestation. Additionally, the property will not be stored in contact with exterior walls. Empty containers will be stored on a soil free area.

(2) The storage area will be free of insects, snails, slugs, rodents, vegetable matter and soil.

(3) All wooden containers and crating material will be free of wood borers and bark. Packing materials will be free of soil contamination and vegetable matter.

(4) Barriers around the area where PPTY is stored will be void of vegetation for a distance of six feet. In countries adjacent to the Mediterranean Sea a chemical (e.g., salt) barrier will be maintained around the area.

(5) Inspected personal property prepared for shipment to the states may not be commingled with noncleared shipments. Cleared and noncleared shipments may utilize the same facility, but there must be a unmistakable separation of the shipments.

(5) In Zone 1, during the GM flight season (approximately 1 July - 31 August), increased frequency of warehouse inspections should be performed. Egg masses found must be removed and destroyed. Additionally, procedures must be in place to ensure containers waiting shipment to the states are not contaminated in the warehouse during the adult flying cycle. A high intensity flashlight for these inspections is a must.

5-6. Requests for Waiver of Household Goods/Unaccompanied Baggage Program Requirements. In the event it is deemed impractical or uneconomical to conduct clearance of personal property shipments, a request for waiver of the requirement may be made. Requests for waiver must be fully justified and will include, as a minimum, information concerning the type, amount, and frequency of PPTY processed for the CTUS, general information regarding CONUS destination(s), and the availability of MCI personnel. Requests will be forwarded through component headquarters to HQS USAREUR/7A, Office of the Provost Marshal, ATTN: USEUCOM Executive Agency for Customs, Unit 29931, APO AE 09086. If the request is approved, waived locations will attach an unstamped USEUCOM Form 30-3(R) to the PPTY.

<h2 style="margin: 0;">- Agriculture Inspection Certificate -</h2> <p style="margin: 0;">(USEUCOM Regulation 30-3)</p>		
Print Name (Last, First, MI)		
Place inspected:		Date:
Check type of shipment: _____HHG _____UB		GBL # <small>(Entered by TO)</small>
<p> CERTIFICATE OF SELF-INSPECTION: I have reviewed USDA publication "Don't Bring Home a Bug" (Program Aid #1525) and I (will inspect) (have inspected) all outdoor household articles as required by USDA regulation 7 CFR Ch 111, 330.105. I (will make) (have made) a diligent examination of the articles and certify they are free of any agriculture concerns such as: gypsy moth life forms, snails, soil, weeds, seeds, or insects. Additionally, I certify I am not shipping fresh fruits or vegetables, live plants, plant parts, animal or bird parts, or meat or meat by-products unless commercially manufactured, cooked in its own juices and hermetically sealed. </p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p style="margin-top: 0;">_____ Shipper's signature</p> <p style="margin-top: 100px;">Remarks:</p> </div> <div style="width: 50%; border: 1px solid black; padding: 10px; margin-top: 20px;"> <p style="margin: 0; text-align: center;">Military Preinspection Certification Stamp</p> </div> </div>		

USEUCOM Form 30-3(R)

1 Jan 96

This form supersedes USEUCOM Form 30-3 dated 1 Oct 94

Figure 5-1

SHIPPER'S PERSONAL PROPERTY CHECKLIST (USEUCOM Directive 30-3)		
<p>I understand I am requested to complete this form in connection with the shipment of property by me to the United States through the Defense Transportation System. I have read and understand the below prohibitions and restrictions. I have informed the military customs inspector of the property that is to be included in the shipment and have indicated below whether or not property of the type listed is included in the shipment. I understand I am responsible for ensuring only authorized items are shipped and the inspector will answer any questions I may have concerning the propriety of shipping any item. Violation of USEUCOM Directive 30-3, or making a false statement on DD Form 1252 (Customs Declaration) is punishable in accordance with U.S. law.</p>		
Any controlled substance defined by the U.S. federal law (including narcotics, hallucinogenic drugs, amphetamines, barbiturates, marihuana, hashish, steroids, and other dangerous drugs.	Incl	Not Incl
Drug paraphernalia: including any equipment, product or material of any kind that is primarily intended or designed to use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance, possession of which is unlawful under the Controlled Substance Act. (This includes bongs, chillums, waterpipes, scales, hash pipes, crack pipes, screens, roachclips.)		
Goods made by convict labor, forced labor, or indentured servants under penal sanctions.		
Goods from countries under Foreign Assets Control sanctions (e.g., Cuba, N. Korea, Libya, Iraq, Iran).		
Destructive devices (e.g., explosive caps, tear gas projectiles, artillery simulators, and fireworks.		
White phosphorous matches.		
Counterfeits of coins, securities, obligations, postage or revenue stamps or colored illustrations of postage stamps of the United States or foreign governments.		
Lottery tickets and lottery advertisements.		
Obscene or immoral articles, books, pictures or films.		
Seditious or treasonable material which advocates insurrection towards the United States.		
Articles or medicine for the inducement of abortion.		
Absinthe or liquors which contain wormwood.		
Prescription drugs (may be imported provided they are handcarried).		
Tobacco products (may be imported provided they are handcarried).		
Switchblade knives or any knife with a blade which opens automatically by the action of inertia or gravity (may be imported by a person with only one arm providing the knife blade does not exceed three inches in length).		
Gambling devices (may be imported with approval from the state attorney general of the destination state and with notification given to the Justice Department).		
Foreign reprints of U.S. copyrighted material (may be imported provided it is intended for personal use and information, or evidence is not immediately available to indicate the reprints were made without authorization from the U.S. copyright owner).		
Trademark items in excess of specified quantities (may be imported provided items are accompanied by written consent of the trademark owner, or if the trademark is obliterated).		
Motorcycles / mopeds / minibikes must conform to Environmental Protection Agency emission control standards and Department of Transportation safety standards (HS Form 7 & EPA Form 3520-1)		
Any item intended for sale, or transfer, directly or indirectly to a person other than the shipper or a member of the household or immediate family (i.e., spouse child, parent or parent-in-law) (may be imported if mailed or taken as accompanied baggage).		

USEUCOM Form 30-3A(R) 1 Jan 96

Continued on reverse side

Figure 5-2

SHIPPER'S PERSONAL PROPERTY CHECKLIST continued (USEUCOM Directive 30-3)		
	Incl	Not Incl
Any plant or plant product including fresh fruits and vegetables, trees, bulbs, root cuttings, or other parts of plants, and seeds for or capable of propagation, grasses, grains, leaves or plants (may be imported if accompanied by a USDA permit).		
Soil; all property must be free of soil(e.g., lawn equipment, grills, bicycle, etc.).		
Meat products (unless commercially produced and hermetically sealed and cooked in its own container.		
All dairy products, except hard cheeses (hard cheese is permitted).		
Animal or bird products (e.g., trophies, skins, etc.). These items may be imported provided they are not restricted by the U.S. Fish and Wildlife Service and that trophies are fully finished for display. Untanned hides or skins are prohibited.		
Ivory may be imported only if it is worked ivory, legally acquired, and was exported from the United States after January 18, 1990, and was registered with U.S. Customs on CF4457, or the owner has import approval from U.S. Fish and Wildlife Service, or proof of antiquity.		
Ammunition or cartridge cases, primers, bullets, or propellant powder designed for use in any firearm (may include in personal property any shotgun shot or pellet designed for use other than a single complete projectile load for one shotgun hull or casing, or unloaded non-metallic shotgun hull or casing not having a primer, only if accompanied by ATF approval or under provisions of Revenue Ruling 69-309).		
<p>Any Firearm:</p> <p>1. Antique firearm (matchlock, flintlock, percussion cap or similar type of ignition system). Proof of manufacture in or before 1898: yes / no</p> <p>2. Firearms brought from U.S. by owner or shipped from U.S. directly through NAF facility. Specifically for owner: yes / no Proof of prior ownership of NAF special order: yes / no</p> <p>3. Rifle or shotgun acquired overseas and imported under Revenue Ruling 69-309 (military only): Three or less long guns: yes / no ATF Form 6A and Revenue Rule 69-309: yes / no</p> <p>4. Other firearms acquired overseas: ATF Form 6 Part I (civilian): yes / no ATF Form 6 Part II (military): yes / no ATF Form 6A: yes / no</p>		

Figure 5-2 (continued)

CHAPTER 6Error! Bookmark not defined.

PRIVATELY OWNED VEHICLES (POV)

6-1. Applicability. The provisions of this chapter apply only to POV that are shipped from established POV shipment facilities, and do not address POV (i.e. motorcycles, mopeds, etc.) shipped as a part of household goods. Procedures concerning this clearance are discussed in Chapter 5.

6-2. Overseas Agriculture Clearance of Privately Owned Vehicles. All POV belonging to the individuals identified in DOD Regulation 5030.49R, paragraph 8001a, being transported to the CTUS through DOD channels will be agriculture cleared at the overseas POV shipment facility.

6-3. Clearance Procedures.

a. Completion of Documentation.

(1) The contractor or MCI will ensure the shipper signs the declaration on the DD Form 1252. The contractor or MCI will also ensure the HS Form 7 (Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety Standards) and either Section 12 of the DD Form 788/788-1/788-2 (Private Vehicle Shipping Document) or EPA Form 3520-1 (Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Control Regulations) are properly completed by the shipper and attached to the original DD Form 1252. When completing the HS Form 7 or the EPA Form 3520-1, the member must use his U.S. address, as opposed to his old unit address overseas.

(2) Catalytic converter equipped vehicles must be accompanied by an appropriately completed MT Form 372R (EPA Inspection Verification).

b. Examination.

(1) The POV examination will be conducted in the presence of the shipper or his authorized representative. The contractor or inspector must ensure the vehicle is free of all soil, especially the undercarriage. The contractor or inspector will examine the undercarriage of the vehicle in a manner that will ensure there is no agricultural infestation. POV agriculture inspections will continue to be performed during extreme weather involving heavy snow and ice conditions. Should snow and/or ice collection on the undercarriage prevent the inspector from determining it to be clean, the following statement will be written in the remarks block, section B, of the DD Form 1252: Unable to determine the status of the undercarriage because of snow/ice. The DD Form 1252 will not be red lined.

(2) A ramp, pit or lift will be used for the examination. In addition to examining the POV for agriculture concerns, the inspector will check to ensure the POV meets the requirements of the Department of Transportation (DOT), the Environmental Protection Agency (EPA), and the DOD POV Import Control Program. Where such requirements have not been met, the DD Form 1252 will be appropriately annotated and redlined.

6-4. Agriculture Holding Area Requirements. The following agricultural requirements will be met for a POV holding area.

a. POV will be staged on a hardstand (e.g., concrete, asphalt). Crushed gravel, at least six inches deep, may be used in lieu of a hardened surface. However, gravel surfaces require continuous maintenance for weed control and to ensure "sinkholes" do not develop.

b. The holding area will be free of insects, snails, slugs, rodents, vegetable matter and soil.

c. All wooden crating and bracing material will be free of wood borers and bark. Packing materials will be free of soil contamination and vegetable matter.

d. Barriers around the area where POV are stored will be void of vegetation for a distance of six feet. Holding areas in countries adjacent to the Mediterranean Sea may also require a chemical (e.g., salt) barrier.

6-5. Requests for Waiver of POV Program Requirements. In the event it is deemed impractical or uneconomical to conduct clearance of POV shipments, a request for waiver of the requirement may be made. Requests for waiver must be fully justified and will include, as a minimum, information concerning the type, amount, and frequency of POV processed for the CTUS, general information regarding CONUS destination(s), and the availability of MCI personnel. Requests will be forwarded through component headquarters to HQS USAREUR/7A, Office of the Provost Marshal, ATTN: USEUCOM Executive Agency for Customs, Unit 29931, APO AE 09086. If the request is approved, waived locations will attach an unstamped DD Form 1252 to the POV. The DD Form 1252 will not be redlined; however, the remarks section of the form will contain the following statement: "Vehicle not inspected for U.S. Agriculture concerns."

CHAPTER 7

U.S. CUSTOMS DECLARATION FOR PERSONAL PROPERTY SHIPMENTS

7-1. Preparation of DD Form 1252/1252-1. The DD Form 1252 (US Customs Declaration for Personal Property Shipments) will be executed in an original and six copies. The DD Form 1252-1 will be executed in the same number of copies and attached to the DD Form 1252 when firearms and/or ammunition components (i.e., brass casings) are included in a household goods or unaccompanied baggage shipment. A separate declaration will be prepared for each type of shipment: household goods, unaccompanied baggage, and privately owned vehicles.

a. Origin transportation officers are responsible for ensuring the DD Form 1252 (and DD Form 1252-1, if required) is completed through the block entitled "Address in U.S.," Part 1, Section A (Part II, Section D on DD Form 1252-1). The owner of the property must personally complete the remainder of Section A (Section D of DD Form 1252-1) Owner's Customs Declaration, and enter the appropriate statement in the Remarks Section at the bottom of the form (as explained in Part I, Section A, paragraph 2, of the DD Form 1252). The signature of the owner must be legible on all copies.

b. As the DD Form 1252/1252-1 is the member's (owner's) declaration, it is his responsibility to execute it, and he should be afforded reasonable opportunity to do so. A "designated responsible official" may execute and sign the DD Form 1252/1252-1 in lieu of the member. Such officials include:

- (1) The member's designated Power of Attorney.
- (2) A Summary Courts Officer appointed to act on the behalf of a deceased member.
- (3) In those cases where the member has returned to the CTUS without shipping his personal property or in circumstances where the member is unable to personally execute the DD Form 1252/1252-1 (i.e., deserter, emergency medical, or compassionate reassignment), the DD Form 1252/1252-1 may be executed on behalf of the owner by the individual's unit commander or the commander's appointed representative.
- (4) The responsible transportation officer.
- (5) An adult family member of the owner who has reached the "age of reason." A determination concerning the "age of reason" should be made by the TO/TMO. A Power of Attorney is not required in this case.

c. When someone other than the member (owner) executes the DD Form 1252/1252-1, the authority of the individual signing will be so annotated in the Remarks Section of the DD Form 1252. The following statement will be

entered in the remarks block or on the reverse side of the DD Form 1252:
"Property in this shipment (or this privately owned vehicle) has been verified as belonging to (name of member) and is being imported for his/her own personal use". The individual signing for the owner will type or legibly print his name and sign the form directly below the statement or in the signature block in Section A with the annotation "For (name of owner)." Evidence to support the individual signing as being a "designated responsible official" must be attached to the DD Form 1252.

d. Section B of the DD Form 1252 and Section E of the DD Form 1252-1 (if applicable) will be left blank.

e. Section C of the DD Form 1252 will be completed at the port of embarkation.

7-2. Distribution. MCI are not required to maintain copies of these forms.

CHAPTER 8

INFORMATION PROGRAM

8-1. Information Exchange. The exchange of information between all activities involved in the USEUCOM military customs inspection program is vital to program success. This exchange of information must occur at all levels of the program as a necessary element of program procedures. Components must act as a means of moving information from the USEUCOM Executive Agency to local MCIP and vice versa. The USEUCOM Executive Agency must coordinate with Headquarters, Department of the Army, the U.S. Customs Service, and the U.S. Department of Agriculture. Benefits to be derived are as follows:

a. Exchange of information among local programs, the USEUCOM Executive Agency, HQDA, USCS, and USDA on specific cases allowing for a more effective program, as well as feedback to the local program.

b. Communication of innovative procedures being used in the field that might serve to enhance all programs and save manpower.

c. Immediate dissemination to the community/installation, changes in customs law and policy, and legal rulings regarding importation into the CTUS.

8-2. Customs News Bulletin. The Executive Agency will assume responsibility for preparing a news bulletin type communication to be delivered to USEUCOM components for distribution to MCIP. The bulletin will be published on an as needed basis, as new information is developed.

8-3. MCIP Quarterly Report. A quarterly report will be submitted by all USEUCOM community/installation customs programs through their respective component headquarters to the Executive Agency to arrive no later than the 20th of January, April, July, and October. The report will be forwarded on HQ USEUCOM Form 30-3B(R), Military Customs Quarterly Inspection Report (Figure 8-1). The quarterly report will be completed as follows:

a. Part I, block 1 through 7 will be completed by all programs. Sections II through V will be completed as applicable.

b. The lines asking for "personnel assigned (officer/enlisted/civilian)" should reflect the numbers of each type individual working in the preclearance program. Example 0/4/2 would indicate 0 officers, 4 enlisted and 2 civilians.

c. In reporting the number of SMCI/MCI assigned, consider them full time if 75% or more manhours are devoted to MCI duties (special duty personnel assigned as MCI for 89 days are considered full-time).

d. The lines asking for total manhours worked should reflect only the actual hours worked in the preclearance program. This includes briefings, travel time to and from an inspection site and the actual inspection time. It should not include time spent doing non-MCIP work. Manhours will be reported as hours and minutes.

e. Part IV, block 35 and 36 should reflect either short tons (ST) or pieces (P) inspected. Depots shipping rolling stock should include a list of the equipment inspected.

f. Part V is for comments reflecting program trends, special actions, concerns, as well as agriculture problems discovered during low risk validity checks. These agriculture finds should identify the type of find and where it was located. Example: Seven low risk shipments were found to have agriculture concerns. Finds included: 1-Soil in tubing frame of lawn chair; 1-GM egg mass on outside tent wall; 5-barbecue grills with dirt and grass on legs.

8-4. Redline Reports. When reports of redlined documents are required under the provisions of this Directive, the reports must be submitted to the USEUCOM Executive Agency for Customs. These reports may be made telephonically, but programs submitting redline reports must maintain documentation of these notifications for a minimum of one year.

8-5. Local Public Affairs. MCIP must utilize all available media to inform individuals in their area of current customs and agriculture information thereby ensuring service members returning to the CTUS have a basic knowledge of importation requirements. Use of local newspapers, television, radio, and orientation briefings to newly arrived personnel are some of these channels that local programs can and are encouraged to utilize. Copies of news articles that have appeared in local publications and news releases to the media must be maintained on file at these locations for review during accreditation visits and for future reference.

figure 8-1

[illegible]

Figure 8-1 (continued)

CHAPTER 9

MILITARY CUSTOMS INSPECTION STAMPS

9-1. Military Customs Inspection Stamps. The MCI stamp is the implement with which the military preclearance program is executed. It indicates to USDA inspectors in the CTUS an inspection has taken place at an accredited MCIP location by a trained MCI. MCI stamps will indicate whether an inspection has been conducted, the location of the inspecting activity, the name of the inspecting MCI, the date of the inspection and the signature of the inspector.

Only accredited MCIP will be issued and may use MCI stamps. Additionally, each stamp number may only be used to support one type of MCIP (personal property, POV, DOD cargo, or exercise operations). MCI stamps will not be utilized by nonaccredited or waived programs or issued by an accredited program to a newly established program or sub-program without Executive Agency authorization.

9-2. Stamp Design. Customs stamps will be designed as follows:

- a. Line One: Inspected by.
- b. Line Two: Military Customs Inspector.
- c. Line Three: Unit or organization.
- d. Line Four: APO or FPO number.
- e. Line Five: Space for the handwritten signature of the military customs inspector and inspection date.
- e. The two letter country code will run vertical on the left side of the stamp and the numerical designator will run vertical on the right side of the stamp. See figure 9-1 for an example of the stamp design. However, be sure to substitute the correct unit identification, country designator code and assigned number.

INSPECTED BY		
MILITARY CUSTOMS INSPECTOR		
G E	UNIT OR ORGANIZATION NAME APO AE 09###	1
		2
		3
		4
		5
MCI SIGNATURE		

Figure 9-1

9-3. Country Codes. Authorized two-letter country codes are as follows:

- a. Germany - GE.
- b. Belgium - BE.
- c. Netherlands - NL.
- d. United Kingdom - UK.
- e. Spain - SP.
- f. Portugal - PO.
- g. Greece - GR.
- h. Turkey - TU.
- i. Italy - IT.

9-4. Assignment of MCI Stamp Numbers.

a. Numerical Designator. Numerical designator are assigned to component headquarters as follows:

COMPONENT	NUMBERS
USAREUR	10,000 - 12,499 & 13,000 - 13,999
MTMC	12,500 - 12,999
USAFE	14,000 + 17,999
USNAVEUR	18,000 - 19,999

b. Assignment of MCI Stamp Numbers to Programs. Components will disseminate stamp numbers to MCIP and report stamp number assignments to the USEUCOM Executive Agency for Customs. The listing will assign stamps by number to a specific type program (i.e., personal property, POV, DOD cargo) at a specific location. Stamps will be assigned in sequence, starting at the lowest number available and will not be used in more than one type of program.

c. Number of Stamps Authorized for Each Program. Excessive amounts of stamps will not be held at program sites. Each site is authorized to maintain the minimum number of stamps required to accomplish the mission at that location. Stamps will not be added, reserve stamp numbers will not be made into stamps, nor will stamps be reassigned without prior approval from component headquarters and notification to the Executive Agency.

9-5. Stamp Custodians. The commander of the MCIP activity is responsible for the control of MCI stamps and the establishment of procedures which will maintain accountability and avert loss or theft. The commander will appoint an SMCI on orders as the primary stamp custodian and an additional SMCI on orders as the alternate stamp custodian (where possible) at each program location (i.e., personal property program, DOD cargo program, etc.). The primary/alternate stamp custodians shall be charged with securing and

accounting for the MCI stamps. No more than two personnel will be appointed as MCI stamp custodians in any one program. The custodian will be in the grade of E-5/GS-5 or higher, be an SMCI, appointed on orders, and be directly involved in the operation of the military preclearance inspection program on the installation/in the community. The custodian must be familiar with all operational aspects of the mission.

9-6. Stamp Security. Stamps must be secured in a locked container which is secured to the building or is of sufficient size to minimize theft of the entire container. Locked two or more drawer filing cabinets or field safes are examples of acceptable containers. Access to such locked containers must be limited to the appointed primary/alternate stamp custodians. Key control must be maintained at all times. No more than two keys to locks securing MCI stamps will be in use at any one time.

9-7. Issuing MCI Stamps.

a. During Standard Operations.

(1) MCI stamps will be issued by the primary/alternate stamp custodian, only to personnel appointed as MCI. MCI stamps will not be issued on a prolonged basis to inspectors, but will be issued only when the need for their use is identified for a specific inspection. MCI will sign for stamps in a stamp log book, which must be maintained to determine who has a particular stamp on any given day. MCI issued stamps will continuously maintain personal possession of the stamps. Stamps will be returned to the primary/alternate stamp custodian at the end of each work day. The stamp custodian will sign for the stamp in the stamp log book and then secure it.

(2) An alternate method would not require the stamps to be signed in and out as the stamps will never leave the control of the stamp custodian. At the end of each inspection, or the end of the duty day, the documentation will be brought to the stamp custodian who will place the stamps on the forms. If the stamps ever leave the control of the stamp custodian, they must be signed out to the individual taking possession of the stamp. Individuals other than the stamp custodians who execute the stamping of completed documents in the immediate confines of the program office under the scrutiny of the stamp custodian need not have signed out the stamp in the stamp log book.

b. Separation of MCI from Program Location. Exceptions are made when the MCI is separated from the custodian by a significant distance, has a daily need for a stamp, and is considered by the stamp custodian to be completely

reliable. Programs in this situation must request approval for alternate procedures by submitting justification and intended measures to maintain control of the stamps to the Executive Agency.

c. Return of Stamps After Duty Hours. When stamps are returned after duty hours, arrangements may be made with duty officers/noncommissioned officers, or military law enforcement elements possessing adequate facilities to secure the stamps. The container for storage of the stamps in these facilities must meet the same requirements established for their storage at the program location (paragraph 9-6). In such cases, procedures must be established to ensure the MCI receives a receipt for turn-in, and the stamp custodian, on the next duty day, establishes control over the stamps before reissue.

9-8. Use of MCI Stamps. MCI will stamp each copy of the applicable agriculture declaration and sign on the signature line of the stamp. MCI will not utilize a rubber stamp signature. The MCI signature on each copy of the declaration must be legible. The practice of prestamping declarations prior to the completion of the inspection is prohibited.

9-9. Lost or Stolen Stamps. If a stamp is lost or stolen, it will be reported immediately through component headquarters to the Executive Agency together with the last credible date for the stamp (the last time it was utilized by a duly appointed MCI). This notification must be telephonic (DSN 381-8381) and will be followed immediately by an electronic message to the Executive Agency (CINCUSAREUR MANNHEIM GE//AEAPM-MC-P). Within ten calendar days, a memorandum, in narrative format, explaining the circumstances which led to the loss of the stamp and actions taken to recover the stamp will be forwarded through the component headquarters to the Executive Agency.

9-10. Destruction of MCI Stamps. When stamps are destroyed due to wear and tear, a certificate of destruction will be forwarded through component headquarters to the Executive Agency. The certificate will identify the stamp numbers destroyed and will state if replacement stamps using the same numbers were obtained. If replacement stamps have not been obtained, the last credible date of stamp use will be reported. The destruction of stamps must be witnessed by a commissioned officer or GS-9 or above. Stamps will not be destroyed or replaced without approval of component headquarters.

9-11. Stamp Inventory Requirements. Stamp inventories will indicate the responsible component, the accountable organization, and the reason for the report. Each stamp number assigned will be accounted for along with its status (i.e., specific accredited program to which it is assigned, its status as a lost, destroyed or reserve stamp, or its status as a reserve number which has not been made into a stamp).

a. A monthly inventory (more frequent if deemed appropriate by the stamp custodian) of all MCI stamps will be conducted by the stamp custodian. A record of these inventories will be prepared and retained on file for a

minimum of one year. Inventories will be subject to inspection during accreditation visits. Forwarding of monthly inventories to the Executive Agency is not required.

b. An annual inventory of all MCI stamps will be conducted during the month of September. The annual stamp inventory will be forwarded through component headquarters to arrive at the Executive Agency by 1 Oct. This inventory will list each stamp, by number, and the type of program it is assigned to. This inventory is required even if there has been no change in the status of the MCI stamps during the previous year. A record of these inventories will be prepared and retained on file for a minimum of one year. Inventories will be subject to inspection during accreditation visits.

c. A quarterly (1 Jan, 1 Apr, and 1 July) inventory will be forwarded through the component headquarters to the Executive Agency providing information on any MCI stamps that have been lost, stolen, reassigned, or newly issued within the reporting period. If there have been no changes in the status of the MCI stamps during one of these periods, this inventory is not required. If quarterly reports are initiated, a record of these inventories will be prepared and retained on file for a minimum of one year. Inventories will be subject to inspection during accreditation visits.

CHAPTER 10

TRAINING

10-1. MCIP Training Objectives. The effective training of military customs inspectors and senior MCI is critical to the effectiveness of the program. The objectives of all training developed to support the program are as follow:

a. Prepare the MCI to perform his duties relative to each type of customs inspection program through a combination of classroom instruction and performance based, task oriented training in the basic physical and cognitive skills involved in that job.

b. Provide the MCI with a thorough knowledge of the authority by which he is empowered to conduct his inspection or examination.

c. Instill confidence in the MCI through an in-depth knowledge of customs duties, procedures, and reference materials.

10-2. Training Requirements. Training requirements for MCI personnel are as follow:

a. Senior Military Customs Inspector (SMCI). Must complete a 20-hour block of instruction provided by the Executive Agency (Chapter 11). Upon completion, the SMCI will be qualified to return to his home station and train MCI.

b. Military Customs Inspector (MCI). Must complete an eight hour block of instruction given by a senior MCI and designed to prepare him for his duties (Chapter 12).

c. Retraining. Individuals who have not routinely performed duties as an MCI for a period of 12 months or more, or who have received training in a manner other than prescribed by this Directive (i.e., outside the USEUCOM theater of operations) will require retraining prior to appointment as an MCI. The degree of retraining required will be left to the discretion of the program manager and/or the chain of command, as applicable. The determination will be based on the individual's prior experience, knowledge of program objectives and requirements, and proven abilities.

10-3. Requesting Quotas for SMCI Training. The Executive Agency is the proponent for all SMCI training for the Military Customs Inspection Program. SMCI courses are held on a recurring basis in the area of Mannheim, Germany. Quotas for this course will be requested either through component headquarters or directly from the USAREUR Provost Marshal, ATTN: AEAPM-MC-P, APO AE 09086, with an information copy of the request provided to the respective component headquarters. Requests for course quotas will include the following:

a. Student's name, rank, SSN, and sex.

b. Student's mailing address, geographical location, and telephone number.

c. Class dates requested.

d. Billeting requirements. (Whether or not billeting is required and dates required. Preference for single or double room should also be indicated and will be accommodated when possible).

10-4. SMCI Courses Conducted Outside Mannheim, GE. The SMCI course may also be conducted by the Executive Agency at component selected locations provided the assets are available and scheduling requirements have been fully coordinated with the Executive Agency. Travel and per diem of mobile training teams, normally consisting of two personnel, will be funded by the requesting location or their component headquarters. Adequate facilities to provide a comfortable training environment for the class must be available at the requesting location. It must be stressed that the requesting unit of the class is the host and must provide all support to include administrative and logistical support for the training team and for the class itself.

10-5. Eight Hour MCI Training. Component headquarters are proponents for the eight hour block of instruction for MCI. Instruction will be designed to prepare MCI to perform duties relative to each customs inspection program (Chapter 12).

10-6. On-the-Job Training (OJT). Once training is accomplished in accordance with Chapter 11 or 12, as applicable, sufficient OJT will be provided at the home station. OJT will be conducted with an SMCI/MCI experienced in the specific duties the new SMCI/MCI is being trained to perform. A two day OJT period is required as a minimum. All OJT periods must be documented by the SMCI/MCI who conducted it. Records of this training must be maintained on file at the program location for a minimum of one year.

10-7. Refresher Training. This training is the responsibility of the program manager and should be centered around weak areas or other areas that have a direct impact on the particular MCIP. Refresher training will be conducted on a quarterly basis, as a minimum. Documentation of refresher training must be maintained on file for a minimum of one year. Records must include persons trained, who conducted the training, dates trained, and subjects addressed.

CHAPTER 11

SENIOR MILITARY CUSTOMS INSPECTOR COURSE - TWENTY HOURS

11-1. Purpose of the Senior Military Customs Inspector (SMCI) Course. This course trains SMCI to function effectively in any type of MCIP. It also gives SMCI the knowledge and references needed to conduct the eight hour MCI training (see Chapter 12) at their program locations.

11-2. Required Blocks of Instruction.

a. Introduction to the Military Customs Inspection Program in USEUCOM.

A discussion on the evolution of the customs mission; the historical background on DOD involvement and the USEUCOM program; the roles and responsibilities of various governmental agencies; and the significance of the program to the Department of Defense and the service member/DOD civilian. Included will be a discussion of the authority derived from and requirements established by DOD Regulation 5030.49-R (Customs Inspection) and USEUCOM Directive 30-3 (Military Customs Inspection Program). Students will also be familiarized with other service directives, standard operating procedures (SOP), information bulletins, and pamphlets applicable to the MCIP.

b. Applying Customs Law. A thorough discussion of U.S. Customs law and regulations pertaining to personal property and DOD cargo and the entitlement of DOD personnel in a nonresident, resident, and permanent change of station (PCS) status when entering the Customs Territory of the United States (CTUS). This includes a familiarization of items prohibited or restricted entry into the CTUS by the U.S. Customs Service and other U.S. federal government agencies. Instruction will include identification of such articles and actions to be taken when actual or suspected violations have occurred.

c. Applying USDA Requirements. A thorough discussion of the agricultural threat and the preventive measures employed in the theater of operations in relation to the MCIP and the application of the USDA requirements on all agriculture products imported into the CTUS.

d. Art of Inspection and Methods of Concealment. A discussion of how to conduct an inspection or examination. This includes tips on various smuggling techniques, possible areas of concealment for prohibited or restricted articles (especially contraband), and the use of tool kits during the inspection/examination.

e. Household Goods and Unaccompanied Baggage. This instruction discusses prescribed procedures for the inspection of household goods and unaccompanied baggage by the SMCI, and information for completing the necessary forms. Also addressed will be firearms and motorcycle/moped importation requirements, PCS entitlement, and the proper completion of

applicable forms (HQ USEUCOM Form 30-3A(R), DD Form 1252/1252-1, ATF Forms, DOT Form HS-7, and DD Form 788-2/EPA 3520-1 and MTMC Form 372R). This block also provides program managers with the information required to run a household goods/unaccompanied baggage program.

f. Firearms Importation. A discussion of the federal firearms regulations imposed by the Bureau of Alcohol, Tobacco, and Firearms and the entitlement of military service members and DOD civilians concerning firearms importation.

g. DOD Cargo. This instruction informs the student of the USDA requirements for inspection, and the appropriate forms (DD Form 1253/1253-1) required for the clearance of DOD cargo. This block also provides program managers with the information they need to run a DOD cargo program.

h. Privately Owned Vehicles (POV). This instruction provides the student with the basic requirements for the importation of POV into the CTUS and completion of the required forms. Instruction will include requirements for the importation of vehicles into the CTUS, the DOD POV Import Control Program, sterility requirements, and the proper completion of applicable forms (DD Form 1252/1252-1, DOT Form HS-7, and DD Form 788/788-1/788-2 or EPA 3520-1 and MTMC Form 372R). This block also provides program managers with the information they need to run a POV program.

i. Stamp Control. Instruction will include requirements for stamp custodians, security, inventories, and lost stamp procedures. The importance of MCI control of the program stamps will be stressed. This block also provides stamp custodians with the information they need to maintain effective security on MCI stamps.

j. Reporting and Documentation Requirements. Instruction will include times when programs are required to contact their component headquarters and/or the Executive Agency. Included will be phone numbers and mailing/message addresses for the Executive Agency and a discussion of all required reports to include proper completion and formats.

11-3. Requirements for Completion of the Course. All students will be required to successfully complete a written examination at the completion of the instruction which will test their knowledge in all areas concerning the MCIP. Standards for this examination must be set according to the approved program of instruction.

11-4. Program of Instruction (POI). The POI utilized for conducting the SMCI course must be approved by the USEUCOM Executive Agent for Customs with the concurrence of the USDA advisor. All instructors must be SMCI qualified, an advisor from USDA, or be a guest speaker qualified in an appropriate subject matter.

CHAPTER 12

MILITARY CUSTOMS INSPECTOR COURSE - EIGHT HOURS

12-1. Purpose of Military Customs Inspector (MCI) Training. MCI training provides the MCI with the knowledge required to perform customs clearance duties in a particular MCIP when working under the direct supervision of a SMCI. It does not provide the inspector with the adequate training required to conduct additional MCI training.

12-2. Instructor Qualifications. Individuals conducting this eight-hour block of instruction must be designated as SMCI and have successfully completed the 20-hour block of instruction conducted by the Executive Agency. Where possible, the SMCI instructing the course will have experience in the actual MCI program in which the students will be working.

12-3. Required Blocks of Instruction. The eight hour MCI course will include, as a minimum, but need not be limited to, the following blocks of instruction:

a. Introduction. A discussion of the purposes and objectives of the MCIP and its meaning to the Department of Defense, the DOD member, the U.S. Customs Service, and the U.S. Department of Agriculture.

b. Authority and References. A discussion of the authority derived from and requirements established by DOD Regulation 5030.49-R (Customs Inspection) and USEUCOM Directive 30-3 (Military Customs Inspection Program). Students will also be briefed on other Service directives, standard operating procedures (SOP), information bulletins, and pamphlets applicable to the MCIP.

c. Prohibited and Restricted Items. Familiarization with items prohibited or restricted entry into the CTUS by the U.S. Customs Service, U.S. Department of Agriculture, and other U.S. federal government agencies. Instruction will include identification of such articles and actions to be taken when actual or suspected violations have occurred.

d. MCIP Requirements. A thorough discussion of the operating procedures and administration of the specific MCIP to which the MCI will be assigned. Depending on the type of program the MCI is assigned to, one or more of the following courses of instruction will be provided:

(1) Household Goods and Unaccompanied Baggage. Instruction will include procedures utilized in the clearance of household goods and unaccompanied baggage. Also addressed will be firearms and motorcycle/moped importation requirements, PCS entitlement, and the proper completion of applicable forms (HQ USEUCOM Form 30-3A(R), DD Form 1252/1252-1, DOT Form HS-7, DD Form 788-2/EPA 3520-1, and MTMC Form 372R).

(2) Privately Owned Vehicles. Instruction will include requirements for the importation of vehicles into the CTUS, the DOD POV Import Control Program, sterility requirements, and the proper completion of applicable forms (DD Form 1252/1252-1, DOT Form HS-7, and DD Form 788/788-1/788-2 or EPA 3520-1, and MTMC Form 372R).

(3) DOD Cargo. Instruction will include requirements for sterility and the proper completion of DD Form 1253/1253-1. Where students are preparing to inspect/examine DOD cargo returning to the CTUS in conjunction with exercise redeployments and unit moves, the agriculture threat and washsite operations will be emphasized.

12-4. Requirements to Complete the Course. Once students have completed the eight hour block of instruction, they will be administered and required to pass a comprehensive, written examination to ensure they are knowledgeable of MCIP objectives and requirements.

12-5. Program of Instruction. MCI course lesson plans, examinations, training aids, and other instructional materials will be prepared by the component headquarters or the local program and approved by component headquarters prior to implementation. Copies of all approved programs of instruction will be provided to the Executive Agency. Local programs must maintain accurate records concerning training (i.e., who was trained, who was the trainer, dates, training materials, etc.). Training records will be maintained on file for a minimum of one year. All course materials will be available for inspection by the Executive Agency at locations utilizing MCI (eight hour trained) personnel.

CHAPTER 13

MCIP INSPECTION REFERENCES AND TOOLS

13-1. Need for MCI References and Tools. For inspectors to conduct proper clearance operations, they must have available certain reference publications and inspection assistance tools. Without these items, the inspector's ability to perform effective clearance is significantly degraded.

13-2. Required References. The following references must be available to all inspectors while conducting any type of clearance operation:

- a. DOD Regulation 5030.49-R.
- b. USEUCOM Directive 30-3.
- c. Service regulations, as appropriate.

d. USCS, USDA, and other agency information publications. (This will include as a minimum, the following pamphlets or publications: "Traveler's Tips", "Know Before You Go", "Customs Hints", "Highlights for Government Personnel", "Importing A Car", "Pets, Wildlife", the endangered species list and the gypsy moth pamphlet in gypsy moth threat areas.)

13-3. Required Tools and Equipment. The following tools and equipment must be available to all inspectors when conducting any type of customs clearance operation:

- a. Notebook and pen.
- b. Red marking pen/pencil.
- c. Metal probe (may be made from welding rod or similar material).
- d. Small folding pocket knife.
- e. Flashlight (high intensity).
- f. Small mirror, mounted on pole type handle.

13-4. Availability. The aforementioned items must be available to each inspector in the immediate work area where the clearance will take place. When clearance does not take place at a centralized location (such as with the household goods / unaccompanied baggage program), MCI inspection kits will be assembled. Kits may consist of any type container to accommodate easy handling by the inspector (i.e., briefcase), but must be of such size to accommodate all required items listed above. Sufficient MCI inspection kits

will be procured and assembled to accommodate all working inspectors. It is important to note the shipper or his authorized representative is normally responsible for the disassembly of items for examination, when required. MCI personnel, however, must be able to provide the shipper with the necessary tools to accomplish this.

Chapter 14

EXERCISES

14-1. Concept. An exercise, special mission, or unit move is a combination of preclearance programs conducted at the same time. Sometimes, as in the case of unit moves, household goods/unaccompanied baggage clearance is also required.

14-2. Prior Coordination. Exercises, special missions and unit moves are complex. It is essential mission planners identify preclearance requirements and execute prior coordination during the earliest planning stages.

14-3. Coordination with U.S. Federal Agencies.

a. U.S. Department of Agriculture (USDA). All redeploying/deploying CONUS or USEUCOM based units are required to meet USDA entry standards prior to the movement of personnel or cargo to CONUS. Movements involving minimal numbers of personnel/equipment may receive a waiver for the preinspection requirement. Factors effecting waivers are amounts and type of equipment, probability of soil contamination and redeployment geographic threat area. Redeploying CONUS based exercise participants desiring USDA preclearance waiver are required to coordinate requests through the DOD Executive Agency for Customs (HQDA WASHINGTON DC//DALO-TSP-C//). The USEUCOM Executive Agency for Customs (USCINCEUR MANNHEIM GE//ECJ1-CEA// and CINCUSAREUR MANNHEIM GE//AEAPM-MC-S//) should be provided an information copy of the request. USEUCOM based unit moves, special airlift operations and other special missions deploying to CONUS will initiate USDA preclearance waiver requests through the USEUCOM Executive Agency for Customs

b. U.S. Customs Service (USCS). Redeploying CONUS based exercise participants desiring USCS preclearance are required to coordinate requests through the DOD Executive Agency for Customs (HQDA, Washington, DC, DALO-TSP-C). The USEUCOM Executive Agency for Customs (CINCUSAREUR MANNHEIM GE//AEAPM-MC-S//ECJ1-CEA//) should be provided an information copy of the request. USEUCOM based unit moves, special airlift operations and other special missions deploying to CONUS will initiate USCS preclearance requests through the USEUCOM Executive Agency for Customs. USCS will consider all requests on a case by case basis.

14-4. Procedures for Obtaining Customs and Agriculture Preclearance.

a. JCS Exercises. Commands participating in exercises/missions who have successfully completed the required prior coordination will be supported by USEUCOM preclearance inspectors. Exceptions will occur when overseas clearance is clearly impractical. Requests for preclearance inspector support in the USEUCOM AOR will be addressed to the Office of the USAREUR Provost

Marshal, Military Customs Division (CINCUSAREUR MANNHEIM GE//AEAPM-MC-S//). Information addressees should include: USCINCEUR VAIHINGEN GE//ECJ37/ECJ1-PM//, HQ USAFE RAMSTEIN GE//DO/DOXE//, and CINCUSAREUR HEIDELBERG GE//AEAGC-EX//.

b. Preclearance support requests should contain the following information:

- (1) Unit/sponsor POC.
- (2) Fund site information.
- (3) Equipment, aircraft, and personnel estimates.
- (4) Projected dates of planning meeting and mission.

c. USEUCOM Executive Agency for Customs will coordinate with USEUCOM ECJ37 to determine the requirements for overseas customs clearance for all USCINCEUR-sponsored exercises.

d. USEUCOM/ECJ1-CEA will provide exercise customs/agriculture clearance information for USCINCEUR sponsored missions to DALO for appropriate coordination with USCS and USDA.

(a) For flights/ships scheduled to enter CTUS at a foreign clearance base (FCB), DALO will notify USCS and USDA. HQ Air Mobility Command (AMC), through 21st Air Force, will forward updated airflow plan details to DALO; the Military Sealift Command (MSC) will forward ship sailing schedules to DALO.

(b) For flights/ships not entering CTUS through a FCB, DALO will coordinate with USCS and USDA to obtain customs and agriculture inspections at the non-FCB. If USCS and USDA cannot provide services at the non-FCB, DALO will attempt to obtain certified military customs and agriculture inspectors for the non-FCB; if unable, DALO will notify ECJ3-EX, who will notify TOA to re-route the aircraft through an authorized FCB.

14-5. Funding for Exercise Clearance.

a. JCS Exercises. The component command responsible for the JCS exercise will provide exercise support funds to conduct overseas clearance. The USAREUR Military Customs Division will provide component commands with cost estimates for each exercise and the component command will provide an organic fund citation NLT 45 days prior to the beginning of the exercise.

b. Other Exercise/Special Missions/Unit Moves. The unit or component command requesting preclearance support will pay all associated costs providing an organic fund citation NLT 45 days prior to the beginning of the exercise. The USAREUR Military Customs Division will provide the cost estimate.

14-6. Planning for JCS Exercise Clearance.

a. A representative of the USAREUR Military Customs Division will attend the annual USEUCOM Five Year Exercise Scheduling Conference. Transportation requirement forecasts, detailing numbers of personnel and amounts of cargo IAW ED 55-29, will be provided to the military customs

representative. Overseas clearance details such as dates, onload bases, and numbers of airlift missions will be tentatively identified for each exercise in the first two years.

b. More detailed exercise planning/budgeting information is available in the 12-month exercise schedule, published quarterly.

c. USEUCOM/ECJ37 will ensure authorization to conduct overseas clearance and logistics support requirements are negotiated with host nations during the exercise planning process.

d. To preclude obtaining separate country clearances for inspectors, the 560th MP Company (Customs) will be force listed as an exercise participant in those exercises requiring overseas clearance. However, when necessary the USAREUR Military Customs Division will forward requests for country clearances for their personnel IAW the Foreign Clearance Guide.

14-7. Customs Declaration Form for Exercise Personnel.

a. DD Form 1854 (described in chapter 4, DOD Regulation 5030.49R) is the form that will be used by SMCI preclearing exercise personnel when USCS advisors are not assigned to support the exercise.

b. Customs Form 6059B (Individual Customs Declaration) may be used during exercise redeployments where a USCS advisor is physically in country overseeing the operation. The senior USCS advisor will direct if this form is to be used and the proper disposition procedures.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

/s/Susan M. Meyer
SUSAN M. MEYER
LTC, USA
Adjutant General

RICHARD F. KELLER
Lieutenant General, USA
Chief of Staff

DISTRIBUTION:

P+
HQ USAREUR
HQ USAFE
HQ USNAVEUR